

# DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

## Personnel, Policy, and Public Relations Committee Minutes of Meeting

**Date:** July 10, 2014

**Time:** 4:30 p.m.

**Location:** Decatur Public Library Board Room

**In Attendance:** Eugene King (Chair)  
Mark Sorensen  
Dr. Priscilla Palmer  
Jim Alpi (President)

**Staff:** Rick Meyer, City Librarian, ,  
Robert Edwards Assistant City Librarian

**Absent:**

**Guests:**

### 1. Call to order

Mr. King called the meeting to order at 4:31 PM

### 2. Agenda

Motion to approve agenda by Mr. Sorensen, seconded by Dr. Palmer

### 3. Minutes of Previous Meeting

Mr. Meyer suggested adjustment to agenda. He mentioned that he would like to discuss in-house policy progress. Motion to approve minutes with adjustments made by Dr. Palmer, seconded by Mr. Sorensen

### 4. Old Business

Mr. King stated that he didn't think there was any old business to discuss. He suggested the Board move on to new business

### 5. New Business

Collection Development Policy-Local History

Mr. King mentioned that the Collection Development policy was the next thing on the agenda. Mr. Sorensen mentioned that there had been policies in the past concerning the Local History collection. He discussed the differences concerning the physical collection and accepting materials. There was further discussion about the language of the policy. Mr. Sorensen

mentioned that he and Ms. Dampitz could sit down and discuss the policy. Dr. Palmer agreed that that might work better to have them initially discuss the language and then have them bring their results to the committee meeting. Mr. Meyer mentioned that he was having the Division Heads look at Library other policies. Mr. King mentioned that he thought it was okay to get input from staff.

Mr. King discussed the meeting dates in the packet asked if there was any questions. Mr. Meyer informed the committee that specific Illinois State statutes requires that they schedule meeting dates at the beginning of each fiscal or calendar year and make those dates available to the public.. Mr. Meyer suggested that they probably should just schedule future dates for the remainder of the 2014 year. to the end of the 2014 fiscal year or calendar year. There was discussion about the dates.

#### Other

Mr. Sorensen mentioned that he had viewed the website recently and he couldn't find some of the past Board information on the website. Mr. Meyer mentioned that he would look into it with the IT person and get it corrected. Mr. Meyer discussed the policies and bylaws that were being reviewed by him and staff. He covered his process of reviewing the bylaws and policies and his plans to make them more accessible. Mr. Meyer also discussed that he thought that according to guidelines for public libraries that policies should be reviewed every three years. Mr. Meyer mentioned that the Director's report as requested would be done by the end of the month.

#### **6. Meeting Adjourned**

Motion to adjourn by Mr. Sorensen, seconded by Dr. Palmer  
Meeting adjourned at 4:57 PM will

Scribe,

*Robert L. Edwards*

Assistant City Librarian

Approved 8/7/2014